

~~CONFIDENTIAL~~

~~SECRET~~

15 June 1965

MEMORANDUM FOR: Director of Training

THROUGH : Registrar/OTR

SUBJECT : Request for Cancellation of Records Officers Course No. 32

REFERENCE : OTR Regulation No. 25-11, Cancellation or Change in Dates of Courses, dated 12 January 1960

1. The purpose of this memorandum is to request your permission to cancel Records Officers Course (ROC) No. 32, which is scheduled to be presented from 21-25 June 1965.

2. The reason for this request is that an insufficient number of student applicants are qualified to receive the training. The Classification Services Records Committee has previously decided that the ROC would not be presented unless a minimum of twelve Records Officers are enrolled in such course. As of this date there are only four Records Officers enrolled.

3. The DDP/TSD, in consultation with [REDACTED] DDP Systems Group, has already concurred in recommending the cancellation of the course.

25X1A

(Sig. [REDACTED])

25X1A

Chief, Headquarters Training

Approved:

Director of Training

cc: C/OS/TR  
C/ASR/P/TR  
DTP/TSD

25X1A

DOC	4	REV DATE	28 DEC 1961	BY	029 725
ORIG COMP		OPI	11	TYPE	01
ORIG CLASS	5	PAGES	1	REV CLASS	C
JUST	22	NEXT REV	2011	AUTH:	HR 10-2

[REDACTED] DDP Systems Group

~~SECRET~~  
~~CONFIDENTIAL~~

GROUP 1  
Excluded from automatic  
downgrading and  
declassification